



GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)

Government of Guam

148 Route 1 Marine Drive, Piti Guam 96915

Tel: 475-1713 * Telefax: 472-4217; 475-1716; 475-1727

Accountability * Impartiality * Competence * Openness * Value

INVITATION FOR BID NO. : GSA-096-13

DESCRIPTION:

Computer Software - Integrated Case Management Workforce Development System

SPECIAL REMINDER TO PROSPECTIVE BIDDERS

Bidders are reminded to read the Sealed Bid Solicitation and Instructions, and General Terms and Conditions attached to the IFB to ascertain that all of the following requirements checked below are submitted in the bid envelope, in duplicate, at the date and time for bid opening.

(X) BID GUARANTEE (15% of Bid Amount) May be in the form of;
Reference #11 on the General Terms and Conditions

- a. Cashier's Check or Certified Check
- b. Letter of Credit
- c. Surety Bond – Valid only if accompanied by:
 - 1. Current Certificate of Authority issued by the Insurance Commissioner;
 - 2. Power of Attorney issued by the Surety to the Resident General Agent;
 - 3. Power of Attorney issued by two (2) major officers of the Surety to whoever is signing on their behalf.

(X) BROCHURES/DESCRIPTIVE LITERATURE;

(X) AFFIDAVIT DISCLOSING OWNERSHIP and COMMISSION

- a. Date of signature of the person authorized to sign the bid and the notary date must be the same.

(X) OTHER REQUIREMENTS:

Non-Collusion Affidavit, D.O.L. Wage Determination Affidavit, Restriction against Sexual Offenders Affidavit, No Kickbacks or Gratuities Affidavit and Ethical Standards Affidavit, and Affidavit re Contingent Fees, Local Procurement Preference Application.

This reminder must be signed and returned in the bid envelope together with the bid. Failure to comply with the above requirements may be cause for disqualification and rejection of the bid.

On this _____ day of _____, 2013, I, _____,

authorized representative of _____ acknowledge receipt of this special reminder to prospective bidders with the above referenced IFB.

Bidder Representative's Signature

Invitation for Bid:

Computer Software – Integrated Case Management Workforce Development System

ACKNOWLEDGEMENT RECEIPT FORM

Please be advised that to be considered a prospective bidder you must fill out this Acknowledgement receipt form. Please submit via fax form to 472-4217 OR 475-1727.

Name _____

Signature _____

Date _____

Time _____

Contact Number _____

Fax Number _____

Contact Person regarding IFB _____

Title _____

E-Mail Address _____

Company/Firm _____

Address _____

Note: GSA shall will not be liable for failure to provide notice to any party who did not register contact information.

All questions and concerns shall be submitted no later than 6/05/13 at close of business

INVITATION FOR BID

ISSUING OFFICE:

GENERAL SERVICES AGENCY
GOVERNMENT OF GUAM
148 ROUTE 1, MARINE DRIVE
PITI, GUAM 96915

12th H K 7/3/13
CLAUDIA S. ACFALLE
Chief Procurement Officer

DATE ISSUED: May 31, 2013 BID INVITATION NO: GSA-096-13

BID FOR: **Computer Software – Integrated Case Management Workforce Development System**

SPECIFICATION: **See Attached**

DESTINATION: Agency for Human Resources and Developement

REQUIRED DELIVERY DATE: 45 Days Upon Receipt Of Purchase Order.

INSTRUCTION TO BIDDERS:

INDICATE WHETHER: ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ CORPORATION

INCORPORATED IN: _____

This bid shall be submitted in duplicate and sealed to the issuing office above no later than (Time) 10:00am ~~date: 6/17/13~~ and shall be publicly opened. Bid submitted after the time and date specified above shall be rejected. See attached General Terms and Conditions, and Sealed Bid Solicitation for details.

The undersigned offers and agrees to furnish within the time specified, the articles and services at the price stated opposite the respective items listed on the schedule provided, unless otherwise specified by the bidder. In consideration to the expense of the Government in opening, tabulating, and evaluating this and other bids, and other considerations, the undersigned agrees that this bid remain firm and irrevocable within 60 calendar days from the date opening to supply any or all the items which prices are quoted.

NAME AND ADDRESS OF BIDDER:

SIGNATURE AND TITLE OF PERSON
AUTHORIZED TO SIGN THIS BID:

AWARD: CONTRACT NO.: _____ AMOUNT: _____ DATE: _____

ITEM NO(S). AWARDED: _____

CONTRACTING OFFICER:

CLAUDIA S. ACFALLE
Chief Procurement Officer

NAME AND ADDRESS OF CONTRACTOR:

SIGNATURE AND TITLE OF PERSON
AUTHORIZED TO SIGN THIS CONTRACT:

AFFIDAVIT RE ETHICAL STANDARDS

TERRITORY OF GUAM)
) ss.
HAGATNA, GUAM)

_____ [state name of affiant signing below], being first duly sworn,
deposes and says that:

The affiant is _____ [state one of the following: *the offeror, a partner of the offeror, an officer of the offeror*] making the foregoing identified bid or proposal. To the best of affiant's knowledge, neither affiant nor any officers, representatives, agents, subcontractors or employees of offeror have knowingly influenced any government of Guam employee to breach any of the ethical standards set forth in 5 GCA Chapter 5, Article 11. Further, affiant promises that neither he or she, nor any officer, representative, agent, subcontractor, or employee of offeror will knowingly influence any government of Guam employee to breach any ethical standards set forth in 5 GCA Chapter 5, Article 11. These statements are made pursuant to 2 GAR Division 4 § 11103(b).

Signature of one of the following:

Offeror, if the offeror is an individual;
Partner, if the offeror is a partnership;
Officer, if the offeror is a corporation.

Subscribed and sworn to before me
this _____ day of _____, 201__.

NOTARY PUBLIC

My commission expires _____, _____.

AFFIDAVIT re NO GRATUITIES or KICKBACKS

TERRITORY OF GUAM)
) ss.
HAGATNA, GUAM)

_____ [state name of affiant signing below], being first duly sworn, deposes and says that:

1. The name of the offering firm or individual is [state name of offeror company] _____. Affiant is _____ [state one of the following: the offeror, a partner of the offeror, an officer of the offeror] making the foregoing identified bid or proposal.

2. To the best of affiant's knowledge, neither affiant, nor any of the offerors officers, representatives, agents, subcontractors, or employees have violated, are violating the prohibition against gratuities and kickbacks set forth in 2 GAR Division 4 § 11107(e). Further, affiant promises, on behalf of offeror, not to violate the prohibition against gratuities and kickbacks as set forth in 2 GAR Division 4 § 11107(e).

3. To the best of affiant's knowledge, neither affiant, nor any of the offerors officers, representatives, agents, subcontractors, or employees have offered, given or agreed to give, any government of Guam employee or former government employee, any payment, gift, kickback, gratuity or offer of employment in connection with the offerors proposal.

4. I make these statements on behalf of myself as a representative of the offeror, and on behalf of the offerors officers, representatives, agents, subcontractors, and employees.

Signature of one of the following:
Offeror, if the offeror is an individual;
Partner, if the offeror is a partnership;
Officer, if the offeror is a corporation.

Subscribed and sworn to before me

this _____ day of _____, 201__.

NOTARY PUBLIC
My commission expires _____, _____.

Eddie Baza Calvo
Governor



Benita Manglona
Director, Dept. of Admin.

GENERAL SERVICES AGENCY
Government of Guam
148 Route 1 Marine Drive Corp
Piti, Guam 96915

Ray Tenorio
Lt. Governor

Anthony C. Blaz
Deputy Director

Special Provisions

**Restriction against Sex Offenders Employed by service providers to
Government of Guam from working on Government Property.**

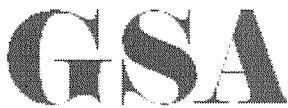
If a contract for services is awarded to the bidder or offeror, then the service provider must warranty that no person in its employment who has been convicted of a sex offense under the provisions of chapter 25 of Title 9 of Guam code Annotated or of an offense defined in Article 2 of chapter 28 of Title 9 of the Guam Code annotated, or who has been convicted in any other jurisdiction of an offense with the same elements as heretofore defined, or who is listed on the Sex Offender Registry, shall provide services on behalf of the service provider while on government of Guam property, with the exception of public highways. If any employee of a service provider is providing services on government property and is convicted subsequent to an award of a contract, then the service provider warrants that it will notify the Government of the conviction within twenty-four (24) hours of the conviction, and will immediately remove such convicted person from providing services on government property. If the service provider is found to be in violation of any of the provisions of this paragraph, then the government will give notice to the service provider to take corrective action. The service provider shall take corrective action within twenty-four (24) hours of notice from the Government, and the service provider shall notify the Government when action has been taken. If the service providers fail to take corrective steps within twenty-four (24) hours of notice from the Government, then the Government in its sole discretion may suspend temporarily and contract for services until corrective action has been taken.

Signature of Bidder	Date
Proposer, if an individual;	
Partner, if a partnership;	
Officer, if a corporation.	

Subscribed and sworn before me this _____ day of _____, 2013

Notary Public

Eddie Baza Calvo
Governor



Benita Manglona
Director, Dept. of Admin.

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Deputy Director

FORM E
DECLARATION RE COMPLIANCE WITH U.S. D.O.L. WAGE DETERMINATION

Procurement No: **GSA-096-13**

Name of Offeror Company: _____ hereby
certifies under penalty of perjury:

- (1) That I am _____ (the offeror, a partner of the offeror,
an officer of the offeror) making the bid or proposal in the foregoing identified
procurement;
- (2) That I have read and understand the provisions of 5 GCA § 5801 and § 5802 which
read:

§ 5801. Wage Determination Established.

In such cases where the government of Guam enters into contractual arrangements with a sole proprietorship, a partnership or a corporation ("contractor") for the provision of a service to the government of Guam, and in such cases where the contractor employs a person(s) whose purpose, in whole or in part, is the direct delivery of service contracted by the government of Guam, then the contractor shall pay such employee(s) in accordance with the Wage Determination for Guam and the Northern Mariana Islands issued and promulgated by the U.S. Department of Labor for such labor as is employed in the direct delivery of contract deliverables to the government of Guam.

The Wage Determination most recently issued by the U.S. Department of Labor at the time a contract is awarded to a contractor by the government of Guam shall be used to determine wages, which shall be paid to employees pursuant to this Article. Should any contract contain a renewal clause, then at the time of renewal adjustments, there shall be made stipulations contained in that contract for applying the Wage Determination, as required by this Article, so that the Wage Determination promulgated by the U.S. Department of Labor on a date most recent to the renewal date shall apply.

§ 5802. Benefits.

In addition to the Wage Determination detailed in this Article, any contract to which this Article applies shall also contain provisions mandating health and similar benefits for employees covered by this Article, such benefits having a minimum value as detailed in the Wage Determination issued and promulgated by the U.S. Department of Labor, and shall contain provisions guaranteeing a minimum of ten (10) paid holidays per annum per employee.

- (3) That the offeror is in full compliance with 5 GCA § 5801 and § 5802, as may be applicable to the procurement referenced herein;
- (4) That I have attached the most recent wage determination applicable to Guam issued by the U.S. Department of Labor. [INSTRUCTIONS – Please attach!]

Signature Date

WD 05-2147 (Rev.-14) was first posted on www.wdol.gov on 06/19/2012

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor | WAGE AND HOUR DIVISION
| WASHINGTON D.C. 20210
|
|
|
|
| Wage Determination No.: 2005-2147
Diane C. Koplewski Division of | Revision No.: 14
Director Wage Determinations | Date Of Revision: 06/13/2012
|

States: Guam, Northern Marianas, Wake Island

Area: Guam Statewide
Northern Marianas Statewide
Wake Island Statewide

Fringe Benefits Required Follow the Occupational Listing		
OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.50
01012 - Accounting Clerk II		13.53
01013 - Accounting Clerk III		15.59
01020 - Administrative Assistant		17.67
01040 - Court Reporter		15.38
01051 - Data Entry Operator I		10.48
01052 - Data Entry Operator II		11.99
01060 - Dispatcher, Motor Vehicle		13.06
01070 - Document Preparation Clerk		12.25
01090 - Duplicating Machine Operator		12.25
01111 - General Clerk I		10.29
01112 - General Clerk II		11.28
01113 - General Clerk III		12.32
01120 - Housing Referral Assistant		17.15
01141 - Messenger Courier		10.12
01191 - Order Clerk I		11.23
01192 - Order Clerk II		12.25
01261 - Personnel Assistant (Employment) I		14.33
01262 - Personnel Assistant (Employment) II		14.90
01263 - Personnel Assistant (Employment) III		16.48
01270 - Production Control Clerk		18.34
01280 - Receptionist		9.67
01290 - Rental Clerk		11.10
01300 - Scheduler, Maintenance		13.75
01311 - Secretary I		13.75
01312 - Secretary II		15.38
01313 - Secretary III		17.15
01320 - Service Order Dispatcher		11.57
01410 - Supply Technician		17.67
01420 - Survey Worker		15.26
01531 - Travel Clerk I		11.61
01532 - Travel Clerk II		12.57
01533 - Travel Clerk III		13.44
01611 - Word Processor I		12.25
01612 - Word Processor II		13.75
01613 - Word Processor III		15.38
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		13.34
05010 - Automotive Electrician		13.06
05040 - Automotive Glass Installer		12.10
05070 - Automotive Worker		12.10
05110 - Mobile Equipment Servicer		8.59
05130 - Motor Equipment Metal Mechanic		13.06
05160 - Motor Equipment Metal Worker		12.10
05190 - Motor Vehicle Mechanic		13.06
05220 - Motor Vehicle Mechanic Helper		10.12
05250 - Motor Vehicle Upholstery Worker		12.10
05280 - Motor Vehicle Wrecker		12.10
05310 - Painter, Automotive		12.37
05340 - Radiator Repair Specialist		12.10
05370 - Tire Repairer		7.81
05400 - Transmission Repair Specialist		12.10

07000 - Food Preparation And Service Occupations	
07010 - Baker	10.47
07041 - Cook I	9.54
07042 - Cook II	11.78
07070 - Dishwasher	7.25
07130 - Food Service Worker	7.78
07210 - Meat Cutter	11.86
07260 - Waiter/Waitress	7.59
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.38
09040 - Furniture Handler	8.85
09080 - Furniture Refinisher	14.38
09090 - Furniture Refinisher Helper	10.66
09110 - Furniture Repairer, Minor	12.51
09130 - Upholsterer	14.38
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.23
11060 - Elevator Operator	8.23
11090 - Gardener	10.99
11122 - Housekeeping Aide	8.33
11150 - Janitor	8.23
11210 - Laborer, Grounds Maintenance	9.14
11240 - Maid or Houseman	7.25
11260 - Pruner	8.23
11270 - Tractor Operator	10.33
11330 - Trail Maintenance Worker	9.14
11360 - Window Cleaner	9.14
12000 - Health Occupations	
12010 - Ambulance Driver	15.81
12011 - Breath Alcohol Technician	15.81
12012 - Certified Occupational Therapist Assistant	21.70
12015 - Certified Physical Therapist Assistant	21.70
12020 - Dental Assistant	13.20
12025 - Dental Hygienist	29.85
12030 - EKG Technician	23.96
12035 - Electroneuro-diagnostic Technologist	23.96
12040 - Emergency Medical Technician	15.81
12071 - Licensed Practical Nurse I	14.14
12072 - Licensed Practical Nurse II	15.81
12073 - Licensed Practical Nurse III	17.63
12100 - Medical Assistant	11.54
12130 - Medical Laboratory Technician	14.14
12160 - Medical Record Clerk	11.82
12190 - Medical Record Technician	13.59
12195 - Medical Transcriptionist	14.14
12210 - Nuclear Medicine Technologist	34.75
12221 - Nursing Assistant I	10.03
12222 - Nursing Assistant II	11.30
12223 - Nursing Assistant III	12.31
12224 - Nursing Assistant IV	13.84
12235 - Optical Dispenser	15.81
12236 - Optical Technician	14.14
12250 - Pharmacy Technician	13.41
12280 - Phlebotomist	13.84
12305 - Radiologic Technologist	22.64
12311 - Registered Nurse I	20.70
12312 - Registered Nurse II	25.32
12313 - Registered Nurse II, Specialist	25.32
12314 - Registered Nurse III	30.64
12315 - Registered Nurse III, Anesthetist	30.64
12316 - Registered Nurse IV	36.72
12317 - Scheduler (Drug and Alcohol Testing)	19.59
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	15.06
13012 - Exhibits Specialist II	18.66
13013 - Exhibits Specialist III	22.83
13041 - Illustrator I	15.06
13042 - Illustrator II	18.66
13043 - Illustrator III	22.83
13047 - Librarian	20.66
13050 - Library Aide/Clerk	12.00
13054 - Library Information Technology Systems Administrator	18.66
13058 - Library Technician	15.06
13061 - Media Specialist I	13.46

13062 - Media Specialist II	15.06
13063 - Media Specialist III	16.80
13071 - Photographer I	12.82
13072 - Photographer II	14.32
13073 - Photographer III	17.75
13074 - Photographer IV	21.73
13075 - Photographer V	26.30
13110 - Video Teleconference Technician	12.91
14000 - Information Technology Occupations	
14041 - Computer Operator I	13.65
14042 - Computer Operator II	15.76
14043 - Computer Operator III	17.56
14044 - Computer Operator IV	19.50
14045 - Computer Operator V	21.81
14071 - Computer Programmer I (see 1)	15.73
14072 - Computer Programmer II (see 1)	19.50
14073 - Computer Programmer III (see 1)	23.84
14074 - Computer Programmer IV (see 1)	
14101 - Computer Systems Analyst I (see 1)	24.23
14102 - Computer Systems Analyst II (see 1)	
14103 - Computer Systems Analyst III (see 1)	
14150 - Peripheral Equipment Operator	13.65
14160 - Personal Computer Support Technician	19.50
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	24.23
15020 - Aircrew Training Devices Instructor (Rated)	29.32
15030 - Air Crew Training Devices Instructor (Pilot)	33.30
15050 - Computer Based Training Specialist / Instructor	24.23
15060 - Educational Technologist	22.82
15070 - Flight Instructor (Pilot)	33.30
15080 - Graphic Artist	20.47
15090 - Technical Instructor	17.65
15095 - Technical Instructor/Course Developer	21.58
15110 - Test Proctor	13.87
15120 - Tutor	13.87
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.08
16030 - Counter Attendant	8.08
16040 - Dry Cleaner	9.34
16070 - Finisher, Flatwork, Machine	8.08
16090 - Presser, Hand	8.08
16110 - Presser, Machine, Dry-cleaning	8.08
16130 - Presser, Machine, Shirts	8.08
16160 - Presser, Machine, Wearing Apparel, Laundry	8.08
16190 - Sewing Machine Operator	9.86
16220 - Tailor	10.33
16250 - Washer, Machine	8.46
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	14.49
19040 - Tool And Die Maker	18.20
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	12.49
21030 - Material Coordinator	18.34
21040 - Material Expediter	18.34
21050 - Material Handling Laborer	10.65
21071 - Order Filler	9.66
21080 - Production Line Worker (Food Processing)	12.49
21110 - Shipping Packer	13.33
21130 - Shipping/Receiving Clerk	13.33
21140 - Store Worker I	13.23
21150 - Stock Clerk	18.58
21210 - Tools And Parts Attendant	12.49
21410 - Warehouse Specialist	12.49
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	20.69
23021 - Aircraft Mechanic I	19.70
23022 - Aircraft Mechanic II	20.69
23023 - Aircraft Mechanic III	21.74
23040 - Aircraft Mechanic Helper	13.70
23050 - Aircraft, Painter	18.50
23060 - Aircraft Servicer	16.09
23080 - Aircraft Worker	17.38

23110 - Appliance Mechanic	14.49
23120 - Bicycle Repairer	9.74
23125 - Cable Splicer	15.43
23130 - Carpenter, Maintenance	13.00
23140 - Carpet Layer	13.55
23160 - Electrician, Maintenance	14.99
23181 - Electronics Technician Maintenance I	14.72
23182 - Electronics Technician Maintenance II	15.05
23183 - Electronics Technician Maintenance III	18.31
23260 - Fabric Worker	12.60
23290 - Fire Alarm System Mechanic	15.43
23310 - Fire Extinguisher Repairer	11.67
23311 - Fuel Distribution System Mechanic	15.43
23312 - Fuel Distribution System Operator	13.01
23370 - General Maintenance Worker	11.95
23380 - Ground Support Equipment Mechanic	19.70
23381 - Ground Support Equipment Servicer	16.09
23382 - Ground Support Equipment Worker	17.38
23391 - Gunsmith I	11.67
23392 - Gunsmith II	13.55
23393 - Gunsmith III	15.43
23410 - Heating, Ventilation And Air Conditioning Mechanic	15.76
23411 - Heating, Ventilation And Air Conditioning Mechanic (Research Facility)	16.55
23430 - Heavy Equipment Mechanic	15.15
23440 - Heavy Equipment Operator	13.73
23460 - Instrument Mechanic	15.43
23465 - Laboratory/Shelter Mechanic	14.49
23470 - Laborer	10.65
23510 - Locksmith	14.49
23530 - Machinery Maintenance Mechanic	17.38
23550 - Machinist, Maintenance	15.43
23580 - Maintenance Trades Helper	9.92
23591 - Metrology Technician I	15.43
23592 - Metrology Technician II	16.41
23593 - Metrology Technician III	17.37
23640 - Millwright	15.43
23710 - Office Appliance Repairer	14.38
23760 - Painter, Maintenance	13.55
23790 - Pipefitter, Maintenance	15.32
23810 - Plumber, Maintenance	14.38
23820 - Pneudraulic Systems Mechanic	15.43
23850 - Rigger	15.43
23870 - Scale Mechanic	13.55
23890 - Sheet-Metal Worker, Maintenance	15.21
23910 - Small Engine Mechanic	13.55
23931 - Telecommunications Mechanic I	19.01
23932 - Telecommunications Mechanic II	19.76
23950 - Telephone Lineman	18.24
23960 - Welder, Combination, Maintenance	14.66
23965 - Well Driller	15.43
23970 - Woodcraft Worker	15.43
23980 - Woodworker	11.67
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.09
24580 - Child Care Center Clerk	12.58
24610 - Chore Aide	12.43
24620 - Family Readiness And Support Services Coordinator	12.44
24630 - Homemaker	16.12
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	15.43
25040 - Sewage Plant Operator	14.49
25070 - Stationary Engineer	15.43
25190 - Ventilation Equipment Tender	10.73
25210 - Water Treatment Plant Operator	14.49
27000 - Protective Service Occupations	
27004 - Alarm Monitor	10.90
27007 - Baggage Inspector	7.35
27008 - Corrections Officer	12.05
27010 - Court Security Officer	12.05
27030 - Detection Dog Handler	10.90
27040 - Detention Officer	12.05
27070 - Firefighter	12.05

27101 - Guard I	7.37
27102 - Guard II	10.90
27131 - Police Officer I	12.05
27132 - Police Officer II	13.40
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	9.53
28042 - Carnival Equipment Repairer	10.08
28043 - Carnival Equipment Worker	7.78
28210 - Gate Attendant/Gate Tender	13.18
28310 - Lifeguard	11.01
28350 - Park Attendant (Aide)	14.74
28510 - Recreation Aide/Health Facility Attendant	10.76
28515 - Recreation Specialist	18.26
28630 - Sports Official	11.74
28690 - Swimming Pool Operator	17.71
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	15.20
29020 - Hatch Tender	15.20
29030 - Line Handler	15.20
29041 - Stevedore I	14.22
29042 - Stevedore II	16.25
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	17.49
30022 - Archeological Technician II	19.56
30023 - Archeological Technician III	24.21
30030 - Cartographic Technician	23.18
30040 - Civil Engineering Technician	21.93
30061 - Drafter/CAD Operator I	17.49
30062 - Drafter/CAD Operator II	19.56
30063 - Drafter/CAD Operator III	20.74
30064 - Drafter/CAD Operator IV	24.21
30081 - Engineering Technician I	14.62
30082 - Engineering Technician II	16.41
30083 - Engineering Technician III	18.36
30084 - Engineering Technician IV	22.34
30085 - Engineering Technician V	27.83
30086 - Engineering Technician VI	33.66
30090 - Environmental Technician	21.10
30210 - Laboratory Technician	20.74
30240 - Mathematical Technician	23.34
30361 - Paralegal/Legal Assistant I	19.06
30362 - Paralegal/Legal Assistant II	21.53
30363 - Paralegal/Legal Assistant III	26.35
30364 - Paralegal/Legal Assistant IV	30.80
30390 - Photo-Optics Technician	21.93
30461 - Technical Writer I	22.17
30462 - Technical Writer II	27.10
30463 - Technical Writer III	32.79
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	20.74
Surface Programs	
30621 - Weather Observer, Senior (see 2)	23.00
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	8.15
31030 - Bus Driver	9.69
31043 - Driver Courier	8.97
31260 - Parking and Lot Attendant	7.25
31290 - Shuttle Bus Driver	9.99
31310 - Taxi Driver	8.21
31361 - Truck Driver, Light	8.97
31362 - Truck Driver, Medium	11.61
31363 - Truck Driver, Heavy	12.48
31364 - Truck Driver, Tractor-Trailer	12.48
99000 - Miscellaneous Occupations	
99030 - Cashier	7.46
99050 - Desk Clerk	9.70
99095 - Embalmer	22.74
99251 - Laboratory Animal Caretaker I	16.24
99252 - Laboratory Animal Caretaker II	17.04

99310 - Mortician	22.74
99410 - Pest Controller	13.28
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	10.76
99711 - Recycling Specialist	16.27
99730 - Refuse Collector	10.24
99810 - Sales Clerk	8.95
99820 - School Crossing Guard	15.03
99830 - Survey Party Chief	20.30
99831 - Surveying Aide	11.54
99832 - Surveying Technician	15.00
99840 - Vending Machine Attendant	20.19
99841 - Vending Machine Repairer	23.57
99842 - Vending Machine Repairer Helper	20.19

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.71 per hour or \$148.40 per week or \$643.07 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 4 weeks after 3 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541. 400) wage rates may not be listed on this wage determination for all Occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

GSA

Ray Tenorio
Lt. Governor

Anthony C. Blaz
Deputy Director

TERRITORY OF GUAM)
) ss.
HAGATNA, GUAM)

1. The name of the offering company or individual is *[state name of company]*

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AFFIDAVIT DISCLOSING OWNERSHIP and COMMISSION

TERRITORY OF GUAM)
) SS:
HAGATNA, GUAM)

- A. I, the undersigned, being first duly sworn, depose and say that I am an authorized representative of the offeror and that [please check only one]:
- [] The offeror is an individual or sole proprietor and owns the entire (100%) interest in the offering business.
- [] The offeror is a corporation, partnership, joint venture, or association known as _____[please state name of offeror company], and the persons, companies, partners, or joint venturers who have held more than 10% of the shares of interest in the offering business during the 365 days immediately preceding the submission date of the proposal are as follows [if none, please so state]

<u>Name</u>	<u>Address</u>	<u>% of Interest</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- B. Further, I say that the persons who have received or are entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid or proposal for which this affidavit is submitted are as follows [if none, please so state]:
- | <u>Name</u> | <u>Address</u> | <u>Compensation</u> |
|-------------|----------------|---------------------|
| _____ | _____ | _____ |
- C. If the ownership of the offering business should change between the time this affidavit is made and the time an award is made or a contract is entered into, then I promise personally to update the disclosure required by 5 GCA §5233 by delivering another affidavit to the government.

Signature of one of the following:
Offeror, if the offeror is an individual;
Partner, if the offeror is a partnership;
Officer, if the offeror is a corporation.

Subscribed and sworn to before me
this ____ day of _____, 201__.

NOTARY PUBLIC
My commission expires_____

AFFIDAVIT re CONTINGENT FEES

TERRITORY OF GUAM)
) SS:
HAGATNA, GUAM)

_____ [state name of affiant signing below], being first sworn, deposes and says that:

1. The name of the offering company or individual is [state name of company]

2. As a part of the offering company’s bid or proposal, to the best of my knowledge, the offering company has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. This statement is made pursuant to 2 GAR Division 4 § 11108(f).
3. As a part of the offering company’s bid or proposal, to the best of my knowledge, the offering company has not retained a person to solicit or secure a contract with the government of Guam upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. This statement is made pursuant to 2 GAR Division 4 § 11108(f).
4. I make these statements on behalf of myself as a representative of the offeror, and on behalf of the offeror’s officers, representatives, agents, subcontractors, and employees.

Signature of one of the following:
Offeror, if the offeror is an individual;
Partner, if the offeror is a partnership;
Officer, if the offeror is a corporation.

Subscribed and sworn to before me
this ____ day of _____, 201__

NOTARY PUBLIC
My commission expires _____

GOVERNMENT OF GUAM

GENERAL SERVICES AGENCY
148 Route 1, Marine Corp. Drive
Piti, Guam 96915

BID BOND
NO. _____

KNOW ALL MEN BY THESE PRESENTS that _____, as Principal hereinafter called the Principal, and (Bonding Company), _____ A duly admitted insurer under the laws of the Territory of Guam, as Surety, hereinafter called the Surety are Held firmly bound unto the Territory of Guam for the sum of _____ Dollars (\$ _____), for Payment of which sum will and truly to be made, the said Principal and the said Surety bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for (identify project by number and brief description)

NOW, THEREFORE, if the Territory of Guam shall accept the bid of the Principal and the Principal shall enter into a Contract with the Territory of Guam in accordance with the terms of such bid, and give such bond or bonds as may be specified in bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Territory of Guam the difference not to exceed the penalty hereof between the amounts specified in said bid and such larger amount for which the Territory of Guam may in good faith contract with another party to perform work covered by said bid or an appropriate liquidated amount as specified in the Invitation for Bids then this obligation shall be null and void, otherwise to remain full force and effect.

Signed and sealed this _____ day of _____ 2013

(PRINCIPAL) (SEAL)

(WITNESS)

(TITLE)

(MAJOR OFFICER OF SURETY)

(MAJOR OFFICER OF SURETY)

(TITLE)

(TITLE)

(RESIDENT GENERAL AGENT)

INSTRUCTION TO PROVIDERS:

NOTICE to all Insurance and Bonding Institutions:

The Bond requires the signatures of the Vendor, two (2) major Officers of the Surety and Resident General Agent, if the Surety is a foreign or alien surety.

When the form is submitted to General Services Agency, it should be accompanied with copies of The following:

1. Current Certificate of Authority to do business on Guam issued by the Department of Revenue and Taxation.
2. Power of Attorney issued by the Surety to the Resident General Agent.
3. Power of Attorney issued by two (2) major officers of the Surety to whoever is signing on their behalf.

Bonds, submitted as Bid Guarantee, without signatures and supporting documents are invalid and Bids will be rejected.

**GOVERNMENT OF GUAM
GENERAL TERMS AND CONDITIONS**

SEALED BID SOLICITATION AND AWARD

Only those Boxes checked below are applicable to this bid.

- [X] 1. **AUTHORITY:** This solicitation is issued subject to all the provision of the Guam Procurement Act (5GCA, Chapter 5) and the Guam Procurement Regulations (copies of both are available at the Office of the Complier of laws, Department of Law, copies available for inspection at General Services Agency). It requires all parties involved in the Preparation, negotiation, performance, or administration of contracts to act in good faith.
- [X] 2. **GENERAL INTENTION:** Unless otherwise specified, it is the declared and acknowledged intention and meaning of these General Terms and conditions for the bidder to provide the Government of Guam (Government) with specified services or with materials, supplies or equipment completely assembled and ready for use.
- [X] 3. **TAXES:** Bidders are cautioned that they are subject to Guam Income Taxes as well as all other taxes on Guam Transactions. Specific information on taxes may be obtained from the Director of Revenue and Taxation.
- [X] 4. **LICENSING:** Bidders are cautioned that the Government will not consider for award any offer submitted by a bidder who has not complied with the Guam Licensing Law. Specific information on licenses may be obtained from the Director of Revenue and Taxation.
- [X] 5. **LOCAL PROCUREMENT PREFERENCE:** All procurement of supplies and services where possible, will be made from among businesses licensed to do business on Guam in accordance with section 5008 of the Guam Procurement Act (5GCA, Chapter 5) and Section 1-104 of the Guam Procurement Regulations.
- [X] 6. **COMPLIANCE WITH SPECIFICATIONS AND OTHER SOLICITATION REQUIREMENTS:** Bidders shall comply with all specifications and other requirements of the Solicitation.
- [] 7. **“ALL OR NONE” BIDS:** NOTE: By checking this item, the Government is requesting all of the bid items to be bided or none at all. **The Government will not award on an itemized basis. FOR ITEMS 1.1 AND 2.1 ONLY.**
- [X] 8. **INDEPENDENT PRICE DETERMINATION:** The bidder, upon signing the Invitation for Bid, certifies that the prices in his bid were derived at without collusion, and acknowledge that collusion and anti-competitive practices are prohibited by law. Violations will be subject to the provision of Section 5651 of that of the Guam Procurement Act. Other existing civil, criminal or administrative remedies are not impaired and may be in addition to the remedies in Section 5651 of the Government code.
- [X] 9. **BIDDER’S PRICE:** The Government will consider not more than two (2) (Basic and Alternate) item prices and the bidder shall explain fully each price if supplies, materials, equipment, and/or specified services offered comply with specifications and the products origin. Where basic or alternate bid meets the minimum required specification, cost and other factors will be considered. Failure to explain this requirement will result in rejection of the bid.
- [X] 10. **BID ENVELOPE:** Envelope shall be sealed and marked with the bidder’s name, Bid number, time, date and place of Bid Opening.
- [X] 11. **BID GUARANTEE REQUIREMENT:** Bidder is required to submit a Bid Guarantee Bond or standby irrevocable Letter of Credit or Certified Check or Cashier’s Check in the same bid envelope to be held by the Government pending award. The Bid Guarantee Bond, Letter of Credit, Certified Check or Cashier’s Check must be issued by any local surety or banking institution licensed to do business on Guam and made payable to the Treasure of Guam in the amount of fifteen percent (15%) of his highest total bid offer. The Bid Bond must be submitted on Government Standard Form BB-1 (copy enclosed). Personal Checks will not be accepted as Bid Guarantee. If a successful Bidder (contractor) withdraws from the bid or fails to enter into contract within the prescribed time, such Bid guarantee will be forfeited to the Government of Guam. Bids will be disqualified if not accompanied by Bid Bond, Letter of Credit, Certified Check or Cashier’s check. Bidder must include in his/her bid, valid copies of a Power of Attorney from the Surety and a Certificate of Authority from the Government of Guam to show proof that the surety company named on the bond instrument is authorized by the Government of Guam and qualified to do business on Guam. For detailed information on bonding matters, contact the Department of Revenue and Taxation. Failure to submit a valid Power of Attorney and Certificate of Authority on the surety is cause for rejection of bid. **Pursuant to 5 GCA § 5212, all competitive sealed bidding for the procurement of supplies or services exceeding \$25,000.00 a 15% Bid Security of the total bid price must accompany the bid package. The bid bond, Letter of Credit, Certified Check or Cashier’s Check will serve as Bid Security for this procurement.**
- [X] 12. **PERFORMANCE GUARANTEE:** Bidders who are awarded a contract under this solicitation, guarantee that goods will be delivered or required services performed within the time specified. Failure to perform the contract in a satisfactory manner may be cause for suspension or debarment from doing business with the Government of Guam. In addition, the Government will hold the Vendor liable and will enforce the requirements as set forth in Section 40 of these General Terms and Conditions.
- [X] 13. **SURETY BONDS:** Bid and Bid Bonds coverage must be signed or countersigned in Guam by a foreign or alien surety’s resident general agent. The surety must be an Insurance Company, authorized by the government of Guam and qualified to do business in Guam. Bids will be disqualified if the Surety Company does not have a valid Certificate of Authority from the Government of Guam to conduct business in Guam.
- [X] 14. **COMPETENCY OF BIDDERS:** Bids will be considered only from the such bidders who, in the opinion of the Government, can show evidence of their ability, experience, equipment, and facilities to render satisfactory service.
- [X] 15. **DETERMINATION OF RESPONSIBILITY OF BIDDERS:** The Chief Procurement Officer reserves the right for securing from bidders information to determine whether or not they are responsible and to inspect plant site, place of business; and supplies and services as necessary to determine their responsibility in accordance with Section 15 of these General Terms and Conditions.
(2 GAR, Div. 4 § 3116)

[X] 16. **STANDARD FOR DETERMINATION OF LOWEST RESPONSIBLE BIDDER:**

In determining the lowest responsible offer, the Chief Procurement Officer shall be guided by the following:

- a) Price of items offered.
- b) The ability, capacity, and skill of the Bidder to perform.
- c) Whether the Bidder can perform promptly or within the specified time.
- d) The quality of performance of the Bidder with regards to awards previously made to him.
- e) The previous and existing compliance by the Bidder with laws and regulations relative to procurement.
- f) The sufficiency of the financial resources and ability of the Bidder to perform.
- g) The ability of the bidder to provide future maintenance and services for the subject of the award.
- h) The compliance with all of the conditions to the Solicitation.

[X] 17. **TIE BIDS:** If the bids are for the same unit price or total amount in the whole or in part, the Chief Procurement Officer will determine award based on 2 GAR, Div. 4, § 3109(o) (2) or to reject all such bids.

[X] 18. **BRAND NAMES:** Any reference in the Solicitation to manufacturer's Brand Names and number is due to lack of a satisfactory specification of commodity description. Such preference is intended to be descriptive, but not restrictive and for the sole purpose of indicating prospective bidders a description of the article or services that will be satisfactory. Bids on comparable items will be considered provided the bidder clearly states in his bid the exact articles he is offering and how it differs from the original specification.

[X] 19. **DESCRIPTIVE LITERATURE:** Descriptive literature(s) as specified in this solicitation must be furnished as a part of the bid and must be received at the date and time set for opening Bids. The literature furnished must clearly identify the item(s) in the Bid. The descriptive literature is required to establish, for the purpose of evaluation and award, details of the product(s) the bidder proposes to furnish including design, materials, components, performance characteristics, methods of manufacture, construction, assembly or other characteristics which are considered appropriate. Rejection of the Bid will be required if the descriptive literature(s) do not show that the product(s) offered conform(s) to the specifications and other requirements of this solicitation. Failure to furnish the descriptive literature(s) by the time specified in the Solicitation will require rejection of the bid.

[] 20. **SAMPLES:** Sample(s) of item(s) as specified in this solicitation must be furnished as a part of the bid and must be received at the date and time set for opening Bids. The sample(s) should represent exactly what the bidder proposes to furnish and will be used to determine if the item(s) offered complies with the specifications. Rejection of the Bid will be required if the sample(s) do not show that the product(s) offered conform(s) to the specifications and other requirements of this solicitation. Failure to furnish the sample(s) by the time specified in the Solicitation will require rejection of the Bid.

[] 21. **LABORATORY TEST:** Successful bidder is required to accompany delivery of his goods with a Laboratory Test Report indicating that the product he is furnishing the Government meets with the specifications. This report is on the bidder's account and must be from a certified Testing Association.

[X] 22. **AWARD, CANCELLATION, & REJECTION:** Award shall be made to the lowest responsible and responsive bidder, whose bid is determined to be the most advantageous to the Government, taking into consideration the evaluation factors set forth in this solicitation. No other factors or criteria shall be used in the evaluation. The right is reserved as the interest of the Government may require to waive any minor irregularity in bid received. The Chief Procurement Officer shall have the authority to award, cancel, or reject bids, in whole or in part for any one or more items if he determines it is in the public interest. Award issued to the lowest responsible bidder within the specified time for acceptance as indicated in the solicitation, results in a bidding contract without further action by either party. In case of a error in the extension of prices, unit price will govern. It is the policy of the Government to award contracts to qualified local bidders. The Government reserves the right to increase or decrease the quantity of the items for award and make additional awards for the same type items and the vendor agrees to such modifications and additional awards based on the bid prices for a period of thirty (30) days after original award. No. award shall be made under this solicitation which shall require advance payment or irrevocable letter of credit from the government (2 GAR, Div.4 §1103).

[X] 23. **MARKING:** Each outside container shall be marked with the Purchase Order number, item number, brief item description and quantity. Letter marking shall not be less than 3/4" in height.

[X] 24. **SCHEDULE FOR DELIVERY:** Successful bidder shall notify the General Services Agency, Telephone Nos. 475-1707 or 475-713, at least twenty-four (24) hours before delivery of any item under this solicitation.

[] 25. **BILL OF SALE:** Successful supplier shall render Bills of Sale for each item delivered under this contract. Failure to comply with this requirement will result in rejection of delivery. The Bill of Sale must accompany the items delivered but will not be considered as an invoice for payment. Supplier shall bill the Government in accordance with billing instructions as indicated on the Purchase Order.

[] 26. **MANUFACTURER'S CERTIFICATE:** Successful bidder is required, upon delivery of any item under this contract, to furnish a certificate from the manufacturer indication that the goods meet the specifications. Failure to comply with this request will result in rejection of delivery payment. Supplier shall bill the Government in accordance with billing instructions as indicated on the Purchase Order.

[X] 27. **INSPECTION:** All supplies, materials, equipment, or services delivered under this contract shall be subject to the inspection and/or test conducted by the Government at destination. If in any case the supplies, materials, equipment, or services are found to be defective in material, workmanship, performance, or otherwise do not conform with the specifications, the Government shall have the right to reject the items or require that they be corrected. The number of days required for correction will be determined by the Government.

[] 28. **MOTOR VEHICLE SAFETY REQUIREMENTS:** The Government will only consider Bids on motor vehicles which comply with the requirements of the National Traffic and Motor Vehicle safety Act of 1966 (Public Law 89-563) and Clean Air Act as amended (Public Law 88-206), that are applicable to Guam. Bidders shall state if the equipment offered comply with these aforementioned Federal Laws.

- [] 29. **SAFETY INSPECTION:** All motor vehicles delivered under this contract must pass the Government of Guam Vehicle Inspection before delivery at destination.
- [X] 30. **GUARANTEE:**
- a) Guarantee of Vehicle Type of Equipment:**
The successful bidder shall guarantee vehicular type of equipment offered against defective parts, workmanship, and performance, for a period of not less than one (1) year after date of receipt of equipment. Bidder shall also provide service to the equipment for at least one (1) year. Service to be provided shall include, but will not be limited to tune ups (change of spark plugs, contact points and condensers) and lubrication (change of engine and transmission oil). All parts and labor shall be at the expense of the bidder. All parts found defective and not caused by misuse, negligence or accident within the guarantee period shall be repaired, replaced, or adjusted within six (6) working days after notice from the Government and without cost to the Government. Vehicular type of equipment as used in this context shall include equipment used for transportation as differentiated from tractors, backhoes, etc.
- b) Guarantee of Other Type of Equipment:**
The successful bidder shall guarantee all other types of equipment offered, except those mentioned in 30a, above, against defective parts, workmanship, and performance for a period of not less than three (3) months after date of receipt of equipment. Bidder shall also provide service to the equipment for at least three (3) months. All parts found defective within that period shall be repaired or replaced by the Contractor without cost to the Government. Repairs, adjustments or replacements of defective parts shall be completed by the contractor within six (6) working days after notice from the Government.
- (c) Compliance with this Section is a condition of this Bid.**
- [X] 31. **REPRESENTATION REGARDING ETHICS IN PUBLIC PROCUREMENT:** The bidder or contractor represents that it has not knowingly influenced and promises that it will not knowingly influence a Government employee to breach any of the ethical standards and represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities and kickbacks set forth on Chapter 11 (Ethics in Public Contracting) of the Guam Procurement Act and in Chapter 11 of the Guam Procurement Regulations.
- [X] 32. **REPRESENTATION REGARDING CONTINGENT FEES:** The contractor represents that it has not retained a person to solicit or secure a Government contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business (GPR Section 11-207).
- [X] 33. **EQUAL EMPLOYMENT OPPORTUNITY:** Contractors shall not discriminate against any employee or applicant of employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that employees are treated equally during employment without regards to their race, color, religion, sex, or national origin.
- [X] 34. **COMPLIANCE WITH LAWS:** Bidders awarded a contract under this Solicitation shall comply with the applicable standard, provisions, and stipulations of all pertinent Federal and/or local laws, rules, and regulations relative to the performance of this contract and the furnishing of goods.
- [] 35. **CHANGE ORDER:** Any order issued relative to awards made under this solicitation will be subject to and in accordance with the provisions of Section 6-101-03.1 of the Guam Procurement Regulations.
- [] 36. **STOP WORK ORDER:** Any stop work order issued relative to awards made under this solicitation will be subject to and in accordance with the provisions of Section 6-101-04.1 of the Guam Procurement Regulations.
- [X] 37. **TERMINATION FOR CONVENIENCE:** Any termination order for the convenience of the Government issued relative to awards made under this solicitation will be subject to and in accordance with the provisions of Section 6-101.10 of the Government Procurement Regulations.
- [X] 38. **TIME FOR COMPLETION:** It is hereby understood and mutually agreed by and between the contractor and the Government that the time for delivery to final destination or the timely performance of certain services is an essential condition of this contract. If the contractor refuses or fails to perform any of the provisions of this contract within the time specified in the Purchase Order (from the date Purchase Order is acknowledged by vendor), then the contractor is in default. Defaults will be treated subject to and in accordance with the provisions of 2 GAR, Div. 4 § 6101(8)
- [X] 39. **JUSTIFICATION OF DELAY:** Bidders who are awarded contracts under this Solicitation, guarantee that the goods will be delivered to their destination or required services rendered within the time specified. If the bidder is not able to meet the specified delivery date, he is required to notify the Chief Procurement Officer of such delay. Notification shall be in writing and shall be received by the Chief Procurement Officer at least twenty-four (24) hours before the specified delivery date. Notification of delay shall include an explanation of the causes and reasons for the delay including statement(s) from supplier or shipping company causing the delay. The Government reserves the right to reject delay justification if, in the opinion of the Chief Procurement Officer, such justification is not adequate.

- [X] 40. **LIQUIDATED DAMAGES:** When the contractor is given notice of delay or nonperformance as specified in Paragraph 1 (Default) of the Termination for Default Clause of this contract and fails to cure in the time specified, the contractor shall be liable for damages for delay in the amount of one-fourth of one percent (1%) of outstanding order per calendar day from date set for cure until either the territory reasonable obtains similar supplies or services if the contractor is terminated for default, or until the contractor provides the supplies or services if the contractor is not terminated for default. To the extent that the contractor's delay or nonperformance is excused under Paragraph 40 (Excuse for Nonperformance or Delayed Performance) of the Termination for Default Clause of this contract, liquidated damages shall not be due the territory. The contractor remains liable for damages caused other than by delay. 2 GAR, Div. 4 §6101(9) (a).
- [X] 41. **PHYSICAL LIABILITY:** If it becomes necessary for the Vendor, either as principal, agent or employee, to enter upon the premises or property of the Government of Guam in order to construct, erect, inspect, make delivery or remove property hereunder, the Vendor hereby covenants and agrees to take, use, provide and make all proper, necessary and sufficient precautions, safeguards and protections against the occurrence of any accidents, injuries or damages to any person or property during the progress of the work herein covered, and to be responsible for, and to indemnify and save harmless the Government of Guam from the payment of all sums of money by reason of all or any such accidents, injuries or damages that may occur upon or about such work, and fines, penalties and loss incurred for or by reasons of the violations of any territorial ordinance, regulations, or the laws of Guam or the United States, while the work is in progress. Contractor will carry insurance to indemnify the Government of Guam against any claim for loss, damage or injury to property or persons arising out of the performance of the Contractor or his employees and agents of the services covered by the contract and the use, misuse or failure of any equipment used by the contractor or his employees or agents, and shall provide certificates of such insurance to the Government of Guam when required.
- [X] 42. Contract will be cancelled if funds not appropriated or insufficient, and that government will timely inform contractor. R 3121(e)(1)(C) and R 3121(e)(1)(D)
- [X] 43. If cancelled, contractor will be reimbursed unamortized reasonably incurred non-recurring costs.
R 3121(e)(1)(G)
- [X] 44. **CONTACT FOR CONTRACT ADMINISTRATION:** If your firm receives a contract as a result of this Solicitation, please designate a person whom we may contact for prompt administration.

Name: _____	Title: _____
Address: _____	Telephone: _____

GOVERNMENT OF GUAM

SEALED BID SOLICITATION INSTRUCTIONS

1. **BID FORMS:** Each bidder shall provide two (2) sets of Solicitation forms. Additional copies may be provided upon request. Bidders requesting additional copies of said forms will be charged per page in accordance with 5 GCA § 10203 of the Government Code of Guam. All payments for this purpose shall be by cash, certified check or money order and shall be made payable to the General Services Agency (EO 86-24).
2. **PREPARATIONS OF BIDS:**
 - a) Bidders are required to examine the drawings, specifications, schedule, and all instructions. Failure to do so will be at bidder's risk.
 - b) Each bidder shall furnish the information required by the Solicitation. The bidder shall sign the solicitation and print or type his name on the Schedule. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent are to be accompanied by evidence of this authority unless such evidence has been previously furnished to the issuing office.
 - c) Unit price for each unit offered shall be shown and such price shall include packing unless otherwise specified. A total shall be entered in the amount column of the Schedule for each item offered. In case of discrepancies between a unit price and extended price, the unit price will be presumed to be correct.
 - d) Bids for supplies or services other than those specified will not be considered. Time, if stated as a number of days, means calendar days and will include Saturdays, Sundays, and holidays beginning the day after the issuance of a Notice to Proceed. Time stated ending on a Saturday, Sunday or Government of Guam legal holiday will end at the close of the next business day.
3. **EXPLANATION TO BIDDERS:** Any explanation desired by a bidder regarding the meaning or interpretation of the Solicitation, drawings, specifications, etc., must be submitted in writing and with sufficient time allowed for a written reply to reach all bidders before the submission of their bids. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective bidder concerning a Solicitation will be furnished to all prospective bidders in writing as an amendment to the Solicitation if such information would be prejudicial to uninformed bidders.
4. **ACKNOWLEDGEMENT OF AMENDMENTS TO SOLICITATIONS:** Receipt of an amendment to a Solicitation by a bidder must be acknowledged by signing an acknowledgement of receipt of the amendment. Such acknowledgement must be received prior to the hour and date specified for receipt of bids.
5. **SUBMISSION OF BIDS:**
 - a) Bids and modifications thereof shall be enclosed in sealed envelopes and addressed to the office specified in the Solicitation. The bidder shall show the hour and date specified in the Solicitation for receipt, the Solicitation number, and the name and address of the bidder on the face of the envelope.
 - b) Telegraphic bids will not be considered unless authorized by the Solicitation. However, bids may be modified or withdrawn by written or telegraphic notice, provided such notice is received prior to the hour and date specified for receipt (see paragraph 6 of these instructions).
 - c) Samples of items, when required, must be submitted within the time specified, unless otherwise specified by the Government, at no expense to the Government. If not destroyed by testing, samples will be returned at bidder's request and expense, unless otherwise specified by the Solicitation.
 - d) Samples or descriptive literature should not be submitted unless it is required on this solicitation. Regardless of any attempt by a bidder to condition the bid, unsolicited samples or descriptive literature will not be examined or tested at the bidder's risk, and will not be deemed to vary any of the provisions of this Solicitation.
6. **FAILURE TO SUBMIT BID:** If no bid is to be submitted, do not return the solicitation unless otherwise specified. A letter or postcard shall be sent to the issuing office advising whether future Solicitations for the type of supplies or services covered by this Solicitation are desired.
7. **LATE BID, LATE WITHDRAWALS, AND LATE MODIFICATIONS:**
 - a) **Definition:** Any bid received after the time and date set for receipt of bids is late. Any withdrawal or modification of a bid received after the time and date set for opening of bids at the place designated for opening is late (Guam Procurement Regulations 2 GAR, Div.4 §3109(k)).
 - b) **Treatment:** No late bid, late modification, or late withdrawal will be considered unless received before contract award, and the bid, modification, or withdrawal would have been timely but for the action or inaction of territorial personnel directly serving the procurement activity.

8. DISCOUNTS:

- a) Notwithstanding the fact that prompt payment discounts may be offered, such offer will not be considered in evaluating bids for award unless otherwise specified in the Solicitation. However, offered discounts will be taken if payment is made within the discount period, even though not considered in the evaluation of bids.
- b) In connection with any discount offered, time will be computed from date of delivery and acceptance of the supplies to the destination as indicated in the purchase order or contract. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the Government check.

9. GOVERNMENT FURNISHED PROPERTY: No material, labor or facilities will be furnished by the Government unless otherwise provided for in the Solicitation.

10. SELLER' INVOICES: Invoices shall be prepared and submitted in quadruplicate (one copy shall be marked "original") unless otherwise specified. Invoices shall be "certified true and correct" and shall contain the following information: Contract and order number (if any), item numbers, description of supplies or services, sizes, quantities, unit prices, and extended total. Bill of lading number and weight of shipment will be shown for shipments made on Government bills of lading.

11. RECEIPT, OPENING AND RECORDING OF BIDS: Bids and modifications shall be publicly opened in the presence of one or more witnesses, at the time, date, and place designated in the Invitation for Bids. The name of each bidder, the bid price, and such other information as is deemed appropriate by the Procurement Officer, shall be read aloud and recorded, or otherwise made available. The names and addresses of required witnesses shall be recorded at the opening. The opened bids shall be available for public inspection except to the extent the bidder designates trade secrets or other proprietary data to be confidential as set forth in accordance with Section 12, below. Material so designated shall accompany the bid and shall be readily separable from the bid in order to facilitate public inspection of the non-confidential portion of the bid. Prices, makes and models or catalogue numbers of the items offered, deliveries, and terms of payment shall be publicly available at the time of bid opening regardless of any designation to the contrary (Guam Procurement Regulations 2 GAR, Div.4 §3109(k)).

12. CONFIDENTIAL DATA: The Procurement Officer shall examine the bids to determine the validity of any requests for nondisclosure of trade secrets and other proprietary data.



GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)

Government of Guam

148 Route 1 Marine Drive, Piti Guam 96915

Tel: 475-1707/10 * Telefax: 472-4217; 475-1716; 475-1727

Accountability ° Impartiality ° Competence ° Openness ° Value

LOCAL PROCUREMENT PREFERENCE
APPLICATION

Based on the law stipulated below, please place a check mark or an "x" on the block indicating the item that applies to your business:

5 GCA, chapter 5, Section 5008, Policy in Favor of Local Procurement, of Guam
Procurement Law states:

All procurement of supplies and services shall be made from among businesses licensed to do business on Guam and that maintain an office or other facility on Guam, whenever a business that is willing to be a contractor is:

- [] (a) a licensed bonafide manufacturing business that adds at least twenty-five percent of the value of an item, not to include administrative overhead, using workers who are U.S. Citizens or lawfully admitted permanent residents or national of the United States, or persons who are lawfully admitted to the United States to work, based on their former citizenship in the Trust Territory for the Pacific Islands; or
- [] (b) a business that regularly carries an inventory for regular immediate sale of at least fifty percent (50%) of the items of supplies to be procured, or
- [] (c) a business that has a bonafide retail or wholesale business location that regularly carries an inventory on Guam of a value of at least one half of the value of the bid, or One Hundred Fifty Thousand dollars (\$150,000), whichever Is less, of supplies and items of a similar nature to those being sought; or
- [] *(d) a service business actually in business, doing a substantial business on Guam, and hiring at least 95% U.S. citizens, lawfully admitted permanent residents or nationals of the United States, or persons who are lawfully admitted to the United States to work, based on their citizenship in any of the nations previously comprising of the Trust Territory of the Pacific Islands.

*Bidders indicating qualification under (d) may be considered QUALIFIED for the Local Procurement Preference only if the Government's requirement is for service. Service is defined pursuant to 5GCA Government Operations Subparagraph 5030 entitled DEFINITIONS under Chapter 5 of the Guam Procurement Law.

1. I _____, representative for _____, have read The requirements of the law cited above and do hereby qualify and elect to be given the Local Procurement Preference for Bid No. GSA_____. By filling in this Information and placing my signature below, I understand that General Services Agency Will review this application and provide me with a determination whether or not the 15% Preference will be applied to this bid.
2. I _____, representative for _____, have Read the requirements of the law cited above, and do not wish to apply for the Local Procurement Preference for Bid No. GSA_____.

Bidder Representative Signature

Date:_____

Note: Prospective bidders not completing this form will automatically be not considered for Local Preference. Non-completion of this form is not a basis for rejection of this bid.

(5/23/96)

ITEM NO.	DESCRIPTION	UNIT	UNIT PRICE	EXTENSION
1.1	Computer Software – Integrated Case Management Workforce Development System, as per specifications:	1 lot	\$ _____	\$ _____
<p>The Agency for Human Resources Development (AHRD) and the Guam Department of Labor (GDOL) will procure an integrated "Case Management Workforce Development System" that will include on-line services for participants, job seekers, employers, Agency staff, and One-Stop partners. This system will provide case management features such as job matching and tracking, including services for user login tracking. This system will provide a complete recording and reporting service for keeping track of the participants and employers served by the following programs: Workforce Investment Act (WIA) Title IB, Wagner-Peyser (WP), Veterans’ Employment and Training Service (VETS), Disabled Veterans’ Outreach Program (DVOP), and the National Emergency Grant (NEG).</p>				
<p>The Vendor must respond to each requirement on this Invitation for Bid (IFB). Responses should include an indicator such as an "X" or checkmark "√" in only one of the following three categories: Standard Included, Requires Customization, and Not Available. The Vendor must identify a scenario where the requested functionality is accomplished by an alternative method. The Vendor is encouraged to provide comments, explanations, or descriptions to any functionality that meets or exceeds those listed in this Requirements Document; Vendor Response Form. The Vendor must complete and submit the Vendor Response Form along with the packaged Bid. For more details pertaining to any requirement, the Vendor may create additional pages, including screenshots and written information, provided that the Requirements Number is referenced accordingly.</p>				
<p>An electronic version of this Requirements Document may be used for vendor response and submittal. Click the following link to download: gsa.doa.guam.gov</p>				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
SECTION 1	<u>SOFTWARE SPECIFICATIONS</u> General Requirements				
1:A	The proposed system must be a fully integrated solution that allows for multiple logons requiring real time access for viewing and modifying all data.				
1:B	The proposed system must be a Commercial Off-The-Shelf (COTS) and Software as a Service (SaaS) with a minimum of 75% in the base system and 25% customization. Configuration changes are counted as part of the 75% base.				
1:C	The proposed system must be an internet- based system accessible to multiple browsers on multiple platforms (PC and Mac), including tablets and mobile devices.				
1:D	The proposed system should display natively translated web pages in languages other than English and Spanish at a minimum.				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
1:E	The proposed system must meet the W3C Web Content Accessibility Guidelines (WCAG 2.0) in accordance with the Americans with Disabilities Act (ADA) Standards for Accessible Design. The system must also be fully compliant with Section 508.				
1:F	The proposed system must be compatible with Assistive Technology products such as screen readers, screen enlargers, and speech recognition programs. These products could include JAWS, Dragon NaturallySpeaking, ZoomText, Speech-to-Text, Window-Eyes, and other software and hardware for individuals with disabilities.				
1:G	The proposed system should be user-friendly for job seekers, employers, and Agency staff. The application tabs, menus, and pages must be structured for easy navigation.				
1:H	The proposed system must be able to create a user profile with its own User ID name and Password. Users with limited computer skills should be able to easily logon to the system using an assigned User ID name and Password.				
1:I	The selected Vendor must have proven installation experience in multiple levels of Workforce Systems dealing with integrated Case Management and Reporting in reference to: Workforce Investment Act (WIA) - Youth Program - Adult Program - Dislocated Worker Program Wagner-Peyser (WP) Disabled Veterans' Outreach Program (DVOP) Veterans' Employment and Training Service (VETS) National Emergency Grant (NEG) Federal reporting includes, but is not limited to, the following: ETA Form 9130 WISPR Form 9131 WISPR Form 9132A WISPR Form 9132B WISPR Form 9132C WISPR Form 9133				
1:J	The selected Vendor must follow all current and future reporting requirements for all Federal Programs listed in Section 1, Requirements Number 1:I. For all future required changes, the Vendor must complete updates/upgrades in a timely manner.				
1:K	The selected Vendor must follow all current and future requirements from the United States Department of Labor (USDOL), including current and future USDOL reporting requirements. For all future required changes, the Vendor must complete updates/upgrades in a timely manner.				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
1:L	The Vendor proposal must be a completely integrated solution. If the proposal includes multiple vendors, then the primary Vendor must take the lead and identify how the resulting system will be seamlessly integrated to participants, job seekers, employers, Agency staff, and One-Stop partners.				
1:M	If any part of the proposal is to be subcontracted or partnered with, all information pertaining to the third-party vendor must be clearly identified.				
SECTION 2	<u>JOB SEARCH FEATURES</u> The proposed system should be designed with features that allow job seekers with limited computer skills to easily search for suitable jobs in a self-service or staff-assisted manner. These components include, but are not limited to, the following:				
2:A	The proposed system will include a basic search tool that permits job seekers to enter minimal criteria, such as a job title, skill, or keyword, and then display results that contain the entered phrase.				
2:B	Job search results can be easily refined by adding or removing additional search criteria to the results.				
2:C	The proposed system will include an advanced search tool that allows more sophisticated job searches, such as inputting multiple parameters in order to find a suitable job. These parameters will include, at a minimum, all of the following: education level, desired occupation (O*NET), work experience, desired work hours, employer name, salary, available benefits, temporary or permanent employment, full-time or part-time employment, driver's license requirements, and availability of public transportation.				
2:D	To better service returning veterans, the proposed system should allow military personnel to enter their Branch and Military Occupation Code (MOC) which will then convert inputted data to the equivalent O*NET occupation or occupations providing for suitable job searches.				
2:E	Keyword searches should be intelligent and, at a minimum, have the option to search the following: trained/untrained job titles, job descriptions, occupation titles, and occupation descriptions.				
2:F	Available area selection for job search should be defaulted to the United States Territory of Guam, as well as the Commonwealth of the Northern Mariana Islands (CNMI). The search will also allow job seekers to search out of island/area locations.				
2:G	The proposed system can search for jobs by a preferred buffered distance deriving from a zip code, allowing the job seeker to key in the distance from their desired location (geo- targeted search by radius).				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
2:H	The job seeker can search for jobs based on defined skills and/or interest. The level of skills matching can be controlled by the user.				
2:I	The job seeker can search for jobs based on matches to the criteria outlined in their resume, such as education and experience.				
2:J	The proposed system can identify transferrable skills based on the job seeker's past experience and/or current skills.				
2:K	The proposed system can search for jobs based upon transferrable skills.				
2:L	The job seeker can save an automated search agent that will notify them periodically via email of jobs that meet their desired criteria.				
2:M	The proposed system can build job seeker profiles that include integrated on-line assessments such as skills assessment, interest assessment, and work importance assessment.				
SECTION 3	<u>AGGREGATED JOBS/SPIDERED JOBS POSTINGS:</u> Aggregated jobs, or spidered jobs, are those where the job content is grabbed from another web site, reformatted, and displayed for direct participant access. The proposed system will provide for:				
3:A	Spidered jobs should only be indexed from the original source, not from another spidered site.				
3:B	The proposed system must import jobs from the National Labor Exchange US.jobs and the National Association of State Workforce Agencies (NASWA) as part of the spidered jobs feature.				
3:C	The National Labor Exchange US.jobs and the National Association of State Workforce Agencies (NASWA) jobs, including other spidered jobs, must be identified with their source; jobs may be displayed either separately or together with Agency posted jobs. Agency posted jobs will be higher on the results listing.				
3:D	The proposed system will identify internally posted jobs.				
3:E	Any referrals, including self-referrals, to spidered jobs have the option to be tracked and counted within the user's account. The Vendor must indicate how the system will track spidered referrals to external websites.				
3:F	The Vendor must indicate if it is proposing to provide its own proprietary job spidering solution or a third-party solution. If a third- party solution is proposed, the Vendor must not include any advertising with these postings.				
3:G	The Vendor must indicate how often the spidered jobs are refreshed.				
3:H	The Vendor must indicate how they will remove duplicate jobs in the spidered jobs.				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
3:I	The Vendor must indicate how jobs are removed from the list based on posting date and closing date, including continuous postings.				
3:J	The Vendor must indicate how "dead links" will be removed from the list.				
3:K	The Vendor must indicate the method by which it controls the content of its job spidering. The proposed system must allow the Agencies to remove specific jobs or sources or to block specific jobs based on inappropriate keywords. The Vendor must outline in detail how it will permit the Agencies to remove inappropriate jobs from the proposed system.				
SECTION 4	<u>RESUMES</u> The proposed system will allow the job seeker to import or key in one or more resumes that can be sent to the Agencies and employers or printed out from the system.				
4:A	The proposed system must include easy to use tools to build a structured job resume.				
4:B	The proposed system will support multiple resumes per individual.				
4:C	Job seekers may create a Job Objective Statement and enter a summary of their qualifications to be included as part of their profile.				
4:D	Job seekers can enter their work history and determine whether or not to include their work history as a job objective.				
4:E	The proposed system will allow the job seeker or Agency staff to format their resume using an on-line WYSIWYG editor.				
4:F	All resumes can be printed on-line and exported to a usable resume format such as a PDF, DOC, or RTF file format.				
4:G	The proposed system must include templates for functional and chronological resumes.				
4:H	The proposed system will generate a pre- designed cover letter which can be completed by the job seeker to accompany their resume.				
4:I	The proposed system will allow the job seeker or Agency staff to format their cover letter using an on-line WYSIWYG editor.				
SECTION 5	<u>CANDIDATE/RESUME SEARCHES</u> The proposed system will allow employers to search for job candidates.				
5:A	The proposed system will include a basic search tool that permits the employer to enter minimal criteria, such as keywords, skills, tasks, work activities and/or work history, and then display job seeker profiles that contain matches.				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
5:B	The proposed system will include an advanced search tool that allows employers to input multiple parameters in order to find a suitable candidate. These parameters will include, at minimum, all of the following: education level, occupation (O*NET), transferrable skills, work experience, and salary. This search tool will also allow employers to seek for job seekers who are interested in working in specific locations.				
5:C	The proposed system will include a way for the employer to contact a suppressed job seeker via an anonymous email contact and record this contact in the system.				
SECTION 6	<u>CAREER EXPLORATION AND SELF-ASSESSMENTS</u> The proposed system will assess current and needed job skills.				
6:A	The proposed system will be designed to allow job seekers to research and explore suitable careers based on self-service assessments and labor market information, such as high growth potential, demand occupations, work conditions, etc.				
6:B	The proposed system will allow job seekers to input their skills and then search for matching careers based on their current skills.				
6:C	The proposed system will display any missing skills that are required to meet the next level in their career ladder.				
6:D	The proposed system will list required skills and educational requirements based upon a selected occupation or O*NET code.				
6:E	The proposed system will have career exploration tools such as a personal skills inventory that can be matched to employer- designated skills needed for job openings. Skills will include the O*NET (version 14 or higher) detailed work activities.				
6:F	The proposed system will have self-assessment O*NET tools, including tools for measuring work interest profiles and work importance profiles. These tools must be integrated so that the assessment results are stored in the user's profile in the systems database. Both job seeker and Agency staff can link from these assessment scores to standard occupation types, including suitable jobs.				
6:G	The proposed system must track Career Readiness Certificate (CRC) and also record and display a job seeker's WorkKeys® scores. Job seekers can view their WorkKeys® scores and search for occupations that match those WorkKeys® scores.				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
SECTION 7	<u>COMMUNICATION AND CORRESPONDENCE</u> The proposed system will have multiple ways to communicate with job seekers, employers and staff.				
7:A	The proposed system will provide a mechanism for communication and messaging within the system. Communication will be facilitated between Agency staff, job seekers, and employers.				
7:B	Agency staff, job seekers, and employers should be able to create correspondence templates for use in creating standard messages and emails.				
SECTION 8	<u>JOB ORDER CREATION AND MANAGEMENT</u> The proposed system will help employers and Agency staff record job orders in the system and track them accordingly.				
8:A	The proposed system will include an easy to use tool to build a structured job order.				
8:B	Job order matching must conform to Title 38, Veterans' Priority of Service.				
8:C	The proposed system will allow an employer to create a job description using their past job orders, existing templates, or similar jobs.				
8:D	The proposed system will allow employers to view a listing of all their current and past job orders, functionality to set the number of job orders per page to display, and to sort or filter by criteria.				
8:E	The proposed system must provide job order management functions that will give the employers their job orders and determine the amount of information a job seeker can see.				
8:F	The proposed system should allow an employer the ability to open referrals, stop referrals, and edit current job orders.				
8:G	The employer must have the option to suppress information that will be shown to a job seeker.				
8:H	The proposed system will give employers the ability to record specific skills needed for a job and which skills are required. The system will allow the employers to set a range of how important each skill set is.				
8:I	The proposed system will give employers the ability to view a listing of all referrals to their job orders from both staff-assisted and self- referrals.				
SECTION 9	<u>WARN Database & Rapid Response</u> The proposed system will track WARN Notices and Rapid Response Events.				
9:A	The proposed system will record all WARN Notices that have been filed with the State by employer and industry. This includes temporary and permanent closures and layoffs, and the numbers affected.				
9:B	The proposed system will record Rapid Response Events, identifying if the event was attended by a State or Agency staff representative.				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
SECTION 10	<u>LABOR MARKET INFORMATION</u> The proposed system must create and use Labor Market Information (LMI) data to assist the employers and job seekers as well as industry recruiters and economic developers.				
10:A	The proposed system must provide LMI analysis tools to allow labor market and economic professionals to analyze current and historic labor market information.				
10:B	The Vendor must identify the source of any external data used for LMI analysis and if the data has been validated.				
10:C	The proposed system would, where appropriate, drill down into LMI via detailed industry (NAICS) and detailed occupation (O*NET).				
10:D	The proposed system will include a view of labor market trends such as area, industry, and occupation information.				
10:E	The proposed system can create analysis based upon selectable time periods. This should include months, quarters, and years.				
SECTION 11	<u>FEATURES FOR EMPLOYERS</u> The proposed system will have features to allow an employer or their representative to receive self-service or staff assisted services.				
11:A	The proposed system will be designed so that employers can easily perform self-registration, job posting, and suitable candidate searches. The system will also allow Agency staff to assist the employer with these services.				
11:B	The proposed system will be able to create an employer profile. The profile will contain detailed information about the employer to meet the USDOL reporting requirements. The proposed system can update information about this employer and how they relate to comparable business within the same industry. The proposed system can track types of employers, including, but not limited to: - Federal - Federal Contractor - State - Other Government - Private				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
11:C	<p>The proposed system will record services to employers, including, but not limited to:</p> <ul style="list-style-type: none"> - Rapid Response Services provided - Date of Rapid Response - Identify if State or Agency event - Referrals to Employers - Applicant Screening - Applicant Testing - Interview space provided - Turnover surveys - Job Profiling - Incumbent Worker Training Services - Employer Visits 				
SECTION 12	<p><u>FEATURES FOR ELIGIBLE TRAINING PROVIDERS</u></p> <p>The proposed system will include the required WIA Eligible Training Provider List, displaying the performance of each provider's training programs.</p>				
12:A	<p>The proposed system must provide on-line functionality with instructions and/or help screens for prospective training and service providers to register, input training programs, and request approval for such services. Providers shall have the functionality to record other basic information associated with the training they provide.</p>				
12:B	<p>Provider information will have to collect at least the following:</p> <p>Contact Name</p> <p>Address</p> <p>Phone Number Fax</p> <p>Number Home Page</p> <p>Contact Email County or Village</p> <p>WIB(s) Provider Agreement Time in Business</p> <p>Accreditations</p> <p>Recognized under Title IV of the Higher Education Act of 1995</p> <p>Recognized under the National Apprenticeship Act</p> <p>ADA Compliant</p> <p>Local Agencies that have licensed this organization</p> <p>Description</p>				
12:C	<p>The proposed system will allow training providers the capability to apply for either State or Agency Workforce Investment Board approval by entering training program information directly online.</p>				
12:D	<p>The proposed system must ensure that the workflow for approval of training provider and limitations on allowable costs and length of training will be controlled by Agency staff approving the program for their local WIB.</p>				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
12:E	The proposed system must ensure that a WIA Individual Training Account (ITA) cannot be issued to a non-approved training provider and program.				
12:F	The proposed system will include an option to view the details of the training provider, including available training programs and their training program performance.				
12:G	The proposed system must show training providers and other education services for specified occupational areas.				
12:H	The proposed system must show each training provider's performance outcomes pertaining to the provider's programs.				
12:I	The proposed system will allow Agency staff the ability to automatically communicate with training providers when they have been approved or not approved.				
12:J	The proposed system will include an option to view education services and eligible training providers for specified occupational areas, including the performance outcomes of training providers.				
SECTION 13	<u>FEATURES FOR STAFF AND SUPERVISORS/MANAGERS</u> The proposed system will include fully functional components for Agency staff and supervisors to assist participants and employers, and to track and manage program services and activities provided to participants and employers, including, but not limited to:				
13:A	The proposed system will use a common intake method that can track all services, including self-services and staff assisted services, as part of the participants' and employers' profiles.				
13:B	The proposed system will assign each participant and employer a unique ID number that will be used as the primary key everywhere in the system. The system will print this number on reports and allow Agency staff to search by this number.				
13:C	The proposed system will collect and store multiple identifiers in each profile as needed. These could include: -SSN -FEIN -Employer Account number -Alien Registration number -State education student unique identifier -USDOL unique identifier -Swipe Card ID number				
13:D	The proposed system will collect SSN but will only display last 4 digits on all subsequent screens.				
13:E	The proposed system will not use SSN as a primary key.				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
13:F	The proposed system will limit the rights for Agency staff to change or delete SSN; this should be based upon the participant's security rights.				
13:G	Individual participants served will have all of their information organized in user-friendly profiles to include general information, employment plan, job search history, self-assessments, case management, plans, and programs (WIA, WP, DVOP, VETS, NEG or other).				
13:H	The proposed system will allow Agency staff to record all Equal Opportunity (EO) data required for all individuals, including those enrolled and not enrolled further in a program.				
13:I	The proposed system will capture information for participant intake in accordance with information required by the USDOL to include recording of source documentation required for individual data elements (i.e., recording verification data).				
13:J	The proposed system will keep a separate application if a participant re-enrolls after a previous exit; there must be 90 days between program exit and re-enrollment.				
13:K	The proposed system must support co- enrollment into multiple programs by any client and display all information in a logical and organized format.				
13:L	The proposed system will have an audit trail log that records all updates and modifications. Audit trail will include date change, User ID, and record of change.				
13:M	Authorized staff can view the audit trail log and search and sort for specific information.				
13:N	The proposed system will allow for the recording of the assessment scores. This includes entering multiple test results and tracking the progress of participants who may have multiple intensive assessments.				
13:O	The proposed system will allow the recording of Youth Literacy/Numeracy assessment scores and track if the youth improved one Educational Functioning Level.				
13:P	The proposed system will track required follow-up services after exit.				
13:Q	An exit can be either a staff triggered exit or system generated exit determined under the USDOL definitions as being 90 days after the last service is completed or ends. Special exit circumstances may result in immediate exit, such as the death of a participant and other exclusions to be setup by the Agency.				
13:R	The proposed system can only record post- program services and post-program case notes after case exits and not during current enrollments. This will be the difference between enrolled services and post-program services.				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
13:S	The proposed system shall restrict or allow viewing of case notes based on Agency staff login profile.				
13:T	The proposed system shall limit access to inquire only based on Agency staff login profile.				
13:U	The proposed system shall record all services, including case notes which contain the date of service, actual date of entry, and ID of staff who keyed service or if it is a self-service.				
13:V	When a case note is created, the staff name and current date will be recorded automatically and cannot be changed by the Agency staff.				
13:W	The proposed system shall auto-generate case management actions and notifications electronically by email.				
13:X	The proposed system shall electronically generate reminder notices, alerts, or other similar correspondence to initiate case management activities. Notices will be recorded as part of the profile to have historical information. For example, the reminder notices or alerts would be created by staff for specific client cases to ensure follow ups are done, activities are scheduled, and exit dates are scheduled.				
13:Y	The proposed system shall provide system generated electronic alerts regarding case management activities. For example, system generated alerts would occur for all critical dates to be defined by the Agency.				
SECTION 14	<u>STAFF FEATURES: SCHEDULER</u> The proposed system will have an integrated scheduler for Agency staff, employers, and participants.				
14:A	The proposed system can schedule appointments for participants and employers to meet with Agency staff.				
14:B	Agency staff and/or their supervisors will maintain their own calendar.				
14:C	The proposed system will allow a participant to schedule an appointment with Agency staff from the One-Stop Career Center or on-line.				
14:D	The scheduler can record the events that are identified as a service on the participant's profile.				
14:E	Agency staff will be able to create events and locations and sign up participants for these events.				
14:F	The proposed system will be able to send a reminder of events by email.				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
SECTION 15	<u>STAFF FEATURES: TRACKING SERVICES</u> The proposed system can track services provided to both participants and employers.				
15:A	The proposed system can record services for employers and participants that are provided by Agency staff or are self-services.				
15:B	Available services are limited to the eligible program and additional information about the program (i.e., a participant who is eligible for WP would see all the WP services and if they were a veteran, they would see additional services available).				
15:C	Recording of case notes/multiple services for a group of participants will be accessible in one screen (i.e., we have a class with 20 participants attending and we want to record the same service, including dates and notes, for all 20 participants).				
15:D	The Agency (designated personnel) will be able to configure the system to add new services that can be collected based upon the programs they are enrolled in (WIA, WP, VETS, DVOP, NEG, or other). The system will use a template but will also allow for additional fields if needed.				
15:E	The proposed system will allow the Agency (designated staff) to mark services as inactive so they can no longer be selected based upon a date and time.				
15:F	The Agency (designated personnel) will be able to create additional fields to services to collect new information. The proposed system will limit the services provided after exit to post- program activities.				
SECTION 16	<u>STAFF FEATURES: LABOR EXCHANGE</u> The proposed system will include tools and functions to help Agency staff assist employers and job seekers.				
16:A	The proposed system shall manage job orders to open, close, and stop referrals.				
16:B	The proposed system will allow staff to view all new job orders by date range and filter view based upon rights to select the Agency or WIB.				
16:C	The proposed system will allow staff to assign a job order to one or more categories.				
16:D	The proposed system will allow staff to exclude job orders from the auto match function.				
16:E	The proposed system will allow staff to refer a job seeker to an established job order or to a developed job order.				
16:F	The proposed system will allow staff to refer an employer to a job seeker.				
16:G	The proposed system will allow staff to enter and update referral results.				
16:H	The proposed system will allow staff to delete job orders based upon the staff login authority.				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
16:I	The proposed system will manage pending referrals for staff review to suppressed job orders.				
SECTION 17	<u>STAFF FEATURES: CASE ASSIGNMENT</u> The proposed system will include tools and functions to help the appropriate staff members move cases around to allow Agency staff to assist employers and participants.				
17:A	Case management of participants can be assigned to an individual user, group of users, office, contractor and/or Workforce Investment Board.				
17:B	Case management assignment of participants to staff can be established by supervisors or designated personnel identified as proper authority.				
17:C	Case management assignment of employers to staff can be established by supervisors or designated personnel identified as proper authority.				
17:D	The proposed system will allow Agency staff to create and manage case assignment groups.				
17:E	The proposed system can perform staff group assignments.				
17:F	The proposed system can perform individual case assignments and case reassignments.				
17:G	The proposed system can perform temporary case reassignments.				
17:H	The proposed system can perform group reassignments.				
SECTION 18	<u>STAFF FEATURES: REPORTING REQUIREMENTS</u> The proposed system will allow generation of queries and reports which calculate and/or derive output, based upon data contained in the database, and generate the appropriate case management, federal and other staff reports.				
18:A	The proposed system will print reports to paper, to PDF files, MS Excel spreadsheets, or to text files for data extract.				
18:B	The proposed system will have an included reporting feature that can easily create charts, graphs or dashboard widgets.				
18:C	Running of reports will not have a negative impact on the performance of the live system. Reporting will not be against live database but run against a copy of the data.				
18:D	The reporting system will create all current and future federal reports as required by USDOL programs, including, but not limited to, WIA, WP, VETS, DVOP, and NEG.				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
18:E	The reporting system must include standard "predefined" reports that can be run by any authorized staff but will only report on their limited set of data (i.e., if a Division Administrator runs the report, they will only see data from their division. If an Agency Director runs same report, they will see data from all divisions). Predefined reports will have filters to limit what each report can provide.				
18:F	The reporting system will have a comprehensive Ad-Hoc reporting module that will allow authorized staff to develop Ad-Hoc to create and store reports. The Ad-Hoc feature will use a WIZARD or similar mechanism to assist in creating the report. Authorized staff can share reports that can be run by other users with rights to run Ad-hoc reports. The Ad-hoc will allow authorized staff to create selection criteria to limit results. Ad-hoc reporting will include a simple interface allowing non-technical staff to be able to create reports. Ad-hoc reporting will only report on data that staff is authorized to view (i.e., their local office or WIB). Ad-hoc reports will include any columns that have been added to the database to capture additional information needed by the Agency. Ad-hoc authorized staff can edit Ad-hoc reports that have been created before or copy an existing saved Ad-hoc to start a new report.				
SECTION 19	SYSTEM CONFIGURATION: PROGRAMS The proposed system will have the flexibility to handle both current and new programs.				
19:A	The proposed system must be configured to capture new or additional programs based on Federal, State, or Agency requirements. This might be a new State or Agency based program with unique eligibility or a new Federal program requirement.				
19:B	The proposed system will determine the job seeker's eligibility for various DOL programs, including the Workforce Investment Act (WIA) Title IB, Wagner-Peyser (WP), Veterans' Employment and Training Service (VETS), Disabled Veterans' Outreach Program (DVOP), National Emergency Grant (NEG) and other Federal or State programs based upon information provided by the individual, and display the results to both Agency staff and job seeker.				
19:C	The proposed system will establish a participant's WIA, WP, VETS, DVOP, NEG or other program applications, participation records, enrollments in services, assessments and results, WIA Youth Literacy and Numeracy activities, case closures, and exit information to include co-enrollments in multiple programs simultaneously.				
19:D	The proposed system can lock data changes after a program year ends. This will be controlled by the Agency (designated personnel). This will be by program.				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
19:E	The Agency (designated personnel) will be able to customize eligibility, enrollment, and federal reporting requirements from USDOL related or State mandated programs.				
19:F	The proposed system will record post-exit outcomes specific to the program(s) that the participant was enrolled in. This includes WIA, WP, VETS, DVOP, NEG or other.				
SECTION 20	<u>CAREER READINESS CERTIFICATE (CRC)</u> <u>Tracking Features</u> The proposed system will record CRC scores and print out certificates if needed.				
20:A	The proposed system will have the option to record and display a job seeker's WorkKeys® scores as part of the job seeker's profile.				
20:B	Job seekers can search for occupations that match WorkKeys® skills.				
20:C	The proposed system can import WorkKeys® scores from an extract or by connecting to ACT.				
20:D	The proposed system can print out official and unofficial certificates of Bronze, Silver, and Gold levels based on a predefined format.				
SECTION 21	<u>FISCAL MANAGEMENT REQUIREMENTS</u> The proposed system will track payments that are made to individuals, including, but not limited to, Individual Training Account (ITA), Career Advancement Account (CAA), Supportive Services and Needs Based payments.				
21:A	The proposed system will allow the Agency to set budgets by programs.				
21:B	The proposed system will allow the Agency to set budgets by individual.				
21:C	The proposed system will allow the Agency to set budgets by participant.				
21:D	The proposed system can limit ITA to only WIA enrolled participants and to approved providers on the Eligible Training Providers List.				
21:E	The proposed system can track supportive services and Needs Related payments.				
21:F	The proposed system will track payments to training and service providers including ITA training providers by subcategories such as tuition, fees, books, and supplies.				
21:G	The proposed system will create detailed expenditure records for participant activities.				
21:H	The proposed system can interface to the Agency's accounting systems to create payments by exporting payment data.				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
SECTION 22	<u>DATABASE REQUIREMENTS</u>				
22:A	The proposed system should provide Agency MIS Administrators access to daily backups; full and incremental.				
22:B	The proposed system should be able to run data analysis against backups.				
22:C	The Vendor is to provide documentation of backup and recovery procedures.				
SECTION 23	<u>WORKFORCE SYSTEM REQUIREMENT</u> The proposed system will include fully functional features for analysis and display of predefined management functions.				
23:A	The USDOL-required Soft Exit process will run nightly and perform an exit on participants who have not received a service in 90 days or have no planned future services. This feature will only be available for programs designated by USDOL (WIA, WP, VETS, DVOP, NEG or other if applied). The proposed system will notify the case manager and supervisor when this Soft Exit has occurred.				
23:B	The proposed system will identify participants who have not received or documented a recent service or have no planned future services in the specified number of days allowed for each program (WIA, WP, VETS, DVOP, NEG or other if applied). The system will notify the case manager and supervisor that this case has not received or documented a recent service and will be exited if no further action is taken. This process will be separate from the Soft Exit routine.				
23:C	The proposed system will have adequate logical edit processes that will stop users from keying inconsistent data.				
23:D	The proposed system will include audit logging and adequate security measures to ensure data integrity.				
23:E	The proposed system will allow Agency administrators the ability to add new services and identify what fields need to be collected for this service. This service must be limited by program. This service should be able to use a template or copy from an existing service.				
23:F	The proposed system will allow Agency administrators the ability to add new customized data fields based on tracking/reporting needs specific for individual programs. These fields will be added to profile, application, or services as needed.				
23:G	The proposed system will allow Agency administrators the ability to add new programs and define eligibility criteria for those new programs. The proposed system can define if new programs are to be included in reports (i.e., WISPR), included in performance, or if routines like System Exit apply.				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
23:H	The proposed system will store values that are used in dropdown lists in tables. Agency administrators will be allowed to add, modify, and deactivate these dropdown lists.				
23:I	The proposed system will provide functionality to establish business rules based upon Agency policies, fund source requirements, and other criteria to allow the Agency to track additional programs as required.				
23:J	The proposed system will have internal communication for participants and employers with send external alert email.				
23:K	The proposed system will have spell check functions for text fields such as case notes, resume development, and job orders.				
23:L	The proposed system will use a WYSIWYG editor for resumes, job orders, and notes.				
23:M	The proposed system will allow participants and staff the ability to save partial program applications to be completed at a later date.				
23:N	The proposed system will allow participants and employers to electronically sign a document using an electronic capture option.				
23:O	The proposed system must have an option to print or extract a complete case record to common formats (i.e., PDF, RTF).				
SECTION 24	<u>SYSTEM ADMINISTRATION AND SECURITY</u> The proposed system will be protected by fully developed security features and provide administrative access only to those who are authorized by the Agency.				
24:A	The proposed system will use single sign-on to all parts of the system. If the Vendor is proposing multiple vendor solutions as part of the package, the primary Vendor must ensure that the system is seamlessly integrated as one solution.				
24:B	The proposed system must provide external authentication for Agency staff.				
24:C	The proposed system will have a secure login for participants and employers to access their own information (self-service).				
24:D	The proposed system can limit access to data by State, Region, WIB, or Agency based on the current staff login (i.e., a Program Administrator in a local office can only access their own program's data but an Agency MIS Administrator can access all data).				
24:E	The proposed system will have session timeout features with different time settings for Agency staff, participants, and employers.				

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24:F	The proposed system will log off the user when the browser window is closed. The system will prevent the restarting of a session from the browser history or cache.				
24:G	The proposed system can specify the type of access by User ID to add, modify, or inquire.				
24:H	The proposed system will have restrictions on what can be deleted. Only Agency MIS Administrators will be allowed to delete data that is caused by keying mistakes, and the system will keep an audit that the deletion occurred.				
24:I	The proposed system will keep an audit trail of all data that has been modified.				
24:J	The proposed system will use role-based security to permit or restrict user access to specified tasks and information. Role-based security will be customizable by Agency MIS Administrators.				
24:K	The proposed system will provide a workflow process for approval, allowing users to request authority that will be approved by the Agency.				
24:L	The proposed system will allow lower hierarchical rights to be assigned by authorized users to other users below their authorization workflow.				
24:M	The proposed system will be able to track the self-service activities of participants and employers.				
SECTION 25	LEGACY DATA MIGRATION The Agency will require data to be migrated from the existing Workforce System (Access 2003 Database) to the proposed system.				
25:A	The Vendor will be responsible for migration of existing data and clearly document any additional cost needed to migrate data.				
25:B	Migrated data should be available for review by the Agency before going live on the proposed system.				
SECTION 26	VENDOR PROJECT MANAGER				
26:A	During the life of the contract resulting from this IFB, the Vendor must designate a Project Manager responsible for ensuring that the migration of data will include the continued operation of all Vendor services in conjunction with other key Agency staff. The Project Manager will work closely with the Agency's MIS Systems and Programming Administrator or any one designated by the Agency's MIS Systems and Programming Administrator.				

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26:B	The Project manager will be highly skilled in information technology and telecommunications and have sufficient project management experience on complex software development projects. The Project Manager's work experience would include systems analysis, development, maintenance, enhancement, and implementation. The Project Manager will also have had significant responsibility for a project similar in size, functionality, and scope of that defined within this IFB. During the migration process, the Project Manager will function as the proposer's authorized representative for all management and administrative matters, and make binding decisions for the proposer pursuant to this Agreement.				
SECTION 27	<u>TECHNOLOGY REQUIREMENTS</u> The Vendor must meet certain technology requirements.				
27:A	The proposed system can be hosted by the Vendor or the Agency. The Agency prefers that hosting be by the Vendor.				
27:B	The Vendor will submit a pricing structure for both Vendor hosting and Agency hosting along with a description of services, features, and advantages for both options.				
27:C	In the event that the Vendor is to initially host the proposed system and the Agency subsequently chooses to self-host, the Vendor will provide full cooperation with server setup and data transfer. In addition, the Vendor will extend perpetual licensing for the current version of all software used to host the application.				
27:D	If the Vendor hosts a SaaS solution, bandwidth must be provided to support timely response to all users without server timeouts. Failover optimization must be provided to ensure 24x7x365 operations, including execution of daily backups and maintenance of secondary processing facilities.				
27:E	The proposed system must allow for testing, training, and production environments as part of the hosting requirements.				
27:F	The selected Vendor must provide full web- based hosting of all applications. The Vendor will host development, test, and quality assurance environments during and through the project life cycle. This will include system application modification testing as well as conversion data testing.				
27:G	The proposed system is expected to be available at all times. If the system must go off- line for maintenance, it must be done during off-hours and a written notice must be given to the Agency in advance.				
27:H	An industry standard relational database format must be used. The agency prefers MS SQL or Oracle.				

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27:I	The proposed system can archive static data for audit purposes in accordance with Agency requirements. This should not have any effect on the live system but will be stored where it is accessible by the Agency.				
27:J	The proposed system must be web-based, using a multi-tiered architecture.				
27:K	The proposed system must support the latest versions of internet browsers such as Microsoft Internet Explorer, Google Chrome, Apple Safari, and Mozilla Firefox.				
27:L	The Vendor should demonstrate that the proposed system is robust, scalable, and can handle a large number of users and transactions. The Vendor will show results from industry standard stress testing. The Agency estimates that over 500 thousand services will be recorded each year.				
27:M	The proposed system can archive cases that meet select criteria as defined by the Agency (i.e., exited cases older than 5 years), and archived data must be accessible and retrievable.				
SECTION 28	<u>DISASTER RECOVERY</u> What happens if disaster strikes? How do we recover?				
28:A	If the application is hosted by the Vendor, disaster recovery testing must be conducted twice annually to identify any changes needed to be made to the system. Coordination must be made with the Agency to ensure a minimum interruption of service.				
SECTION 29	<u>MAINTENANCE SUPPORT</u> The proposed system must provide ongoing maintenance and support.				
29:A	The Vendor will describe the level of maintenance support provided and the annual costs of such maintenance subsequent to system implementation.				
29:B	The Vendor will document the level of support provided to the Agency and how questions are answered.				
29:C	The Vendor will document how often updates are posted to the proposed system on a regular schedule and how bug fixes are addressed. The Vendor will document how updates will be installed if the system is hosted by the Agency.				
29:D	The Vendor will describe the level of support to be provided. Such support will include, but will not be limited to: request custom modifications, on-line service request submission and tracking, provision for secure data transfer for interface to existing systems, and 24x7 problem resolution supports.				
29:E	All changes and additional programs mandated by the USDOL will be made by the Vendor at no additional cost to the Agency as long as a contractual relationship with the Vendor and Agency exists. These changes must meet USDOL submission deadline requirements.				

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SECTION 30	<p>TRAINING</p> <p>The Vendor will provide hands-on training to ensure that the Agency's staff trainers are self-sufficient in handling all aspects of the application associated with their end-user security level. All costs associated with providing the training shall be the responsibility of the Vendor (i.e., materials, travel for Vendor staff, etc.). The Vendor shall provide the following:</p>				
30:A	Training and training materials will be broken down by modules to target specific users by program. This will include specific training for WIA, WP, VETS, DVOP, and NEG.				
30:B	Training will include, at minimum, Data Entry, Case Management, and Reporting training.				
30:C	At a minimum, the Vendor will provide ten (10) Train-the-Trainer sessions for the Agency's staff trainers. Each day will be divided into two (2) sessions for a course of five (5) days. Approximately six (6) staff trainers per session will attend. Training will be done within 60 days prior to the proposed system deployment.				
30:D	At a minimum, the Vendor will provide four (4) Train-the-Trainer sessions for the Agency's MIS Administrators. Each day will be divided into two (2) sessions for a course of two (2) days. Approximately two (2) Agency MIS Administrators per session will attend. Training will be done within 60 days prior to the proposed system deployment.				
30:E	The Vendor will provide additional advanced user training based upon needs identified with preliminary training to the Agency's staff trainers.				
30:F	The Vendor will provide curriculum that will be used by the Agency's staff trainers to conduct end-user training for both standard training sessions and administration training sessions.				
30:G	The copies of all training curriculum and materials may be used for additional system training conducted by the Agency. The training materials become the property of the Agency and may be duplicated or updated as needed.				
30:H	Training manuals and/or user guides will be provided in both printed and electronic formats (Microsoft Word) no later than thirty (30) days before system implementation. These will include a system overview, key concepts, terminology, work processes, instructional activities, navigation paths, and key fields and data to be completed for each function.				
30:I	The Vendor will provide on-demand virtual training using webinars or recorded sessions.				
30:J	The Vendor will provide updated training materials and user guides for any software version upgrades.				

Requirements Number	System Specifications	Standard Included	Requires Customization	Not Available	Bidding On or Remarks
30:K	The Vendor will provide technical assistance for post-implementation training as requested by the Agency.				
30:L	The Vendor will provide training for the Agency's MIS staff on database design and administration.				
SECTION 31	<u>End of Agreement Data Handling</u>				
31:A	Upon request by the Agency made before or within sixty (60) days after the effective date of termination, cancellation, expiration or other conclusion of the Agreement, the Vendor will make available to the Agency for a complete and secure (i.e. encrypted and appropriated authenticated) download file of the Agency's Data in XML file format including all schema and transformation definitions and/or delimited text files with documented, detailed schema definitions along with attachments in their native format. Native file formats are to include but are not limited to; Active Databases, Cloud Databases, Data Warehouse Databases, Deductive Databases, Distributed Databases, Documented-Oriented Databases, Embedded Databases, and End-User Databases. The Vendor must be available throughout this period to answer questions about data schema, transformations, and other elements required to fully understand and utilize the Agency's data file. After such sixty (60) day period, the Vendor and its hosted service provider if any, shall have no obligation to maintain or provide any Agency Data and shall thereafter, unless legally prohibited, delete in such a manner as prevents recovery through normal/laboratory means, all Agency Data in its systems or otherwise in its possession or under its control.				

These specifications were developed and approved by the department.

Alfredo Antolin. AHRD Director

Date